



IIUM/202/4/1

30th May 2025

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 4/2025

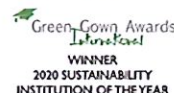
ESTABLISHMENT OF THE PRINCIPAL DIRECTOR POST AT THE INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA (IIUM)

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the establishment of the Principal Director post at the IIUM.

2. BACKGROUND

- 2.1 The International Islamic University Malaysia (IIUM) has long been a beacon of educational excellence, striving to integrate the principles of Tawhidic Epistemology in modern academic pursuits. As the university grows in size and complexity, it is imperative to adapt its leadership structure to meet evolving challenges and opportunities.
- 2.2 This proposal advocates for the creation of a "Principal Director" post to further enhance the university's governance, strategic direction, and operational efficiency. This establishment is to suit the scope of duties which will be at a higher level.
- 2.3 This matter was discussed during the Special University Management Committee Meeting No. 2/2025, held on 17th January 2025. The meeting deliberated on the issue and requested a detailed proposal for the establishment of the Principal Director post to be prepared.



- 2.4 The detail proposal was presented at the Special Staff Service Committee Meeting No. 1/2025 on 23rd January 2025. The Committee approved in principle subject to further review of the concerns and issues raised as stated in the minutes of the meeting.
- 2.5 The establishment of the Principal Director post at IIUM represents a forward-thinking approach to leadership and governance. By creating this position, IIUM can better navigate the complexities of the modern educational landscape, reinforce its commitment to Islamic values, and maintain its position as a global leader in higher education.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2025 held on 17th February 2025 and 25th February 2025 approved as follows:
- In structure where an Institute is led by a Principal Director, he/she will assume the roles and responsibilities of a Dean, and no position of the Dean will be established.
 - Approved the structure for Principal Director at Office for Strategy and Institutional Change (OSIC) according to the presented structure with minimum of one (1) Director.
 - The effective date of implementation is 1st March 2025.
 - The appointment of Principal Director, OSIC is from 1st March 2025 until 30th June 2026.
 - The new organisational structure of OSIC is to be submitted to the secretariat, with the IIUM Leadership Centre placed under its purview.
- 3.2 The SSC also approved the establishment of Principal Director for Internationalisation reporting directly to Deputy Rector (Academic and Internationalisation) to oversee all international-related matters, including networking, mobility, and visa management.
- 3.3 The approved terms of reference of Principal Director post is provided in *Appendix A*.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. *Wassalam*.

"LEADING THE WAY"

ZURAIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia



c.c. : Rector
 : Deputy Rector (Academic and Internationalisation)
 : Deputy Rector (Research, Innovation and Development)
 : Deputy Rector (Student Development and Community Engagement)
 : Executive Director, Finance Division
 : Campus Director, IIUM Kuantan Campus
 : Legal Adviser

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APPENDIX A

TERMS OF REFERENCE ON THE APPOINTMENT OF PRINCIPAL DIRECTOR

No.	Section	Details
1.	Definition	The Principal Director is a senior leadership position within a university, tasked with providing strategic oversight, fostering institutional excellence, and driving key initiatives to achieve the university's long-term goals. This will be a central figure in coordinating cross-functional efforts, ensuring alignment with the university's mission and vision, and serving as a liaison between internal and external stakeholders. The Principal Director complements the efforts of other senior leaders by focusing on high-level planning, policy implementation, and stakeholder engagement.
2.	Responsibilities	<p>The Principal Director will:</p> <ol style="list-style-type: none"> Develop and implement strategic plans in collaboration with the Rector's Office and Office of IIUM Top Management. Oversee major cross-departmental projects and initiatives to ensure alignment with IIUM's vision and mission, including supervising and monitoring Centres under their purview. Foster relationships with external stakeholders, including government agencies, international institutions, and industry partners. Provide leadership in institutional accreditation and quality assurance efforts. Monitor and evaluate the implementation of key performance indicators (KPIs) across the university. Support the Rector in representing IIUM at national and international forums. Identify and mitigate risks that could impact the university's objectives and reputation.
3.	Criteria of appointment	<ol style="list-style-type: none"> Academic Staff of IIUM; preferably a Professor (minimum VK7) or Administrative at the level of Director position (Grade 13/14). Extensive experience in higher education leadership, preferably at the senior management level. A strong understanding of IIUM's values, mission, and global aspirations. Proven track record of successful project management and stakeholder engagement. Excellent communication, negotiation, and problem-solving skills. Excellent performance as determined by the university authority. Free from disciplinary action.



No.	Section	Details
4.	Reporting Structure	Report directly to the Rector and work closely with Deputy Rectors, Deans, and Directors of various units. The role will not overlap with existing positions but rather complement them by providing additional capacity for strategic oversight.
5.	Appointment	<p>a) In structures where an Institute is led by a Principal Director, he/she will assume the roles and responsibilities of a Dean and no position of the Dean will be established.</p> <p>b) The appointment of the Principal Director may also be driven by future needs identified by the university that align with the nature of the role. As the Office/ Centre evolves to meet emerging academic, administrative, and industry demands, the need for a visionary leader to spearhead new initiatives, policy implementations, and institutional advancements becomes critical.</p>
6.	Allowances	<p>a) Principal Director Allowance : RM1,000.00</p> <p>b) Transportation Allowance : RM2,000.00 (Substantive Grade of VK7 and below); or : RM2,500.00 (Substantive Grade of VK6 and above)</p> <p>c) Monthly Phone Bills Allowance : RM100.00</p> <p>d) Mobile Phone Purchase Allowance : RM1,000.00 (Once in four (4) years as per policy currently in force)</p>



Secretariat
Staff Service Committee
Management Services Division
17.02.2025

